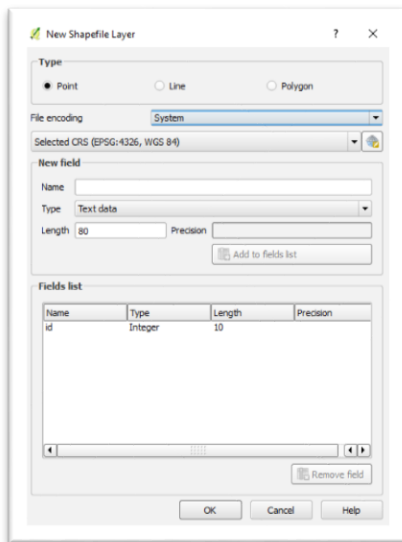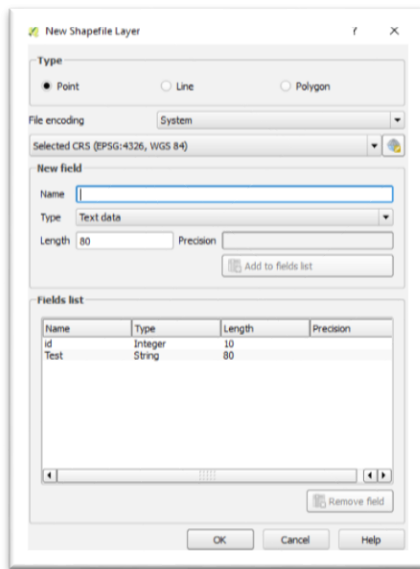# Instructions for adding point features to QGIS

Once we have created the map, you may want to point people to specific locations that contain essential information. To do this, you must create a new layer. So, let's begin.

1. You'll have to create a new shapefile **point** layer with a **name field** as well.
2. Go to Layer > Create Layer > New Shapefile Layer.

3. Your "Point" type is already selected.
4. Add a name field.
5. Leave "Type" as the default: "Text data".
6. Leave the Length (as in character length) as the default: 80
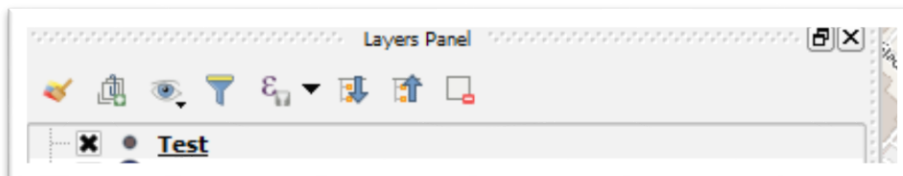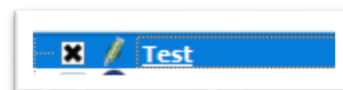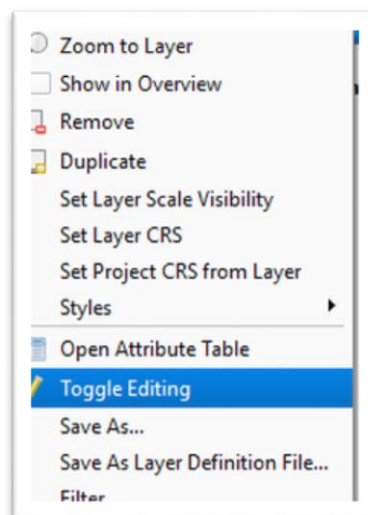
7. Select the "Add to fields list" tab.

8. Select "OK".
9. Once the "Save layer as…" dialogue box appears, browse to the location where you want to save the new point shape file layer, which should be the same folder as the other layers for your map.
10. Once saved – use a name that makes more sense than "test" -- the layer should appear in your QGIS "Layers Panel" to the left.
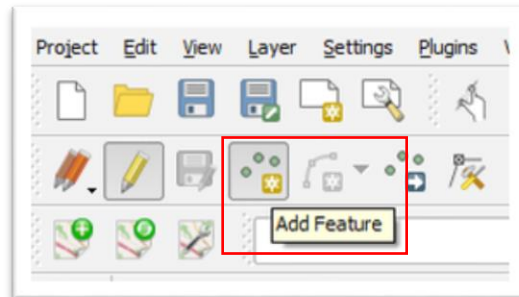

11. Right click and choose **Toggle Editing** from the short-cut

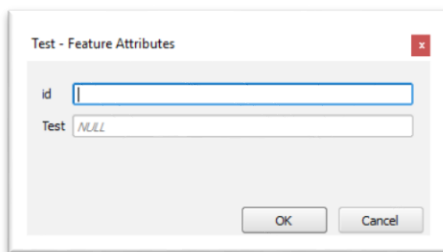

menu.

12.   As you can see in the screen grab above and to the right, selecting Toggle Editing produces a pencil icon to the right of the "Layers Panel", which we're calling "Test".

13.   Make sure your new layer is still highlighted, and in the toggle editing mode.

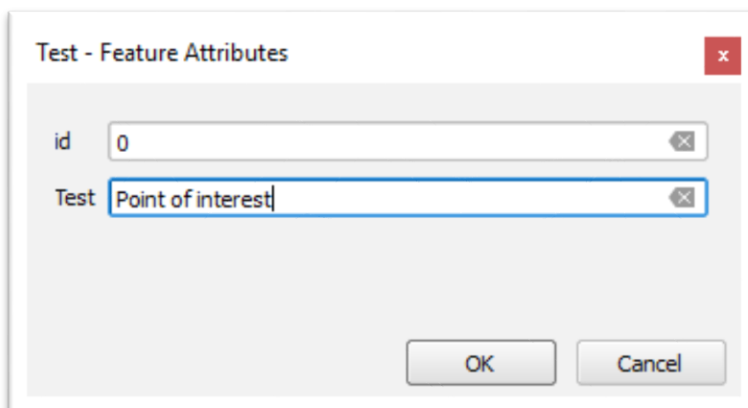14.   Click on the "Add Feature" points layer on the menu above the
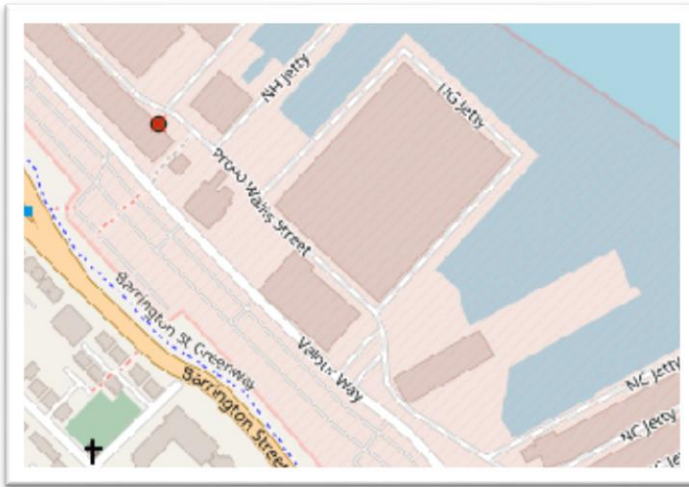

layers panel.

15.   Once "Add Feature" is selected, click the area on the map where you want to add a point. You should see a dialogue box popup.
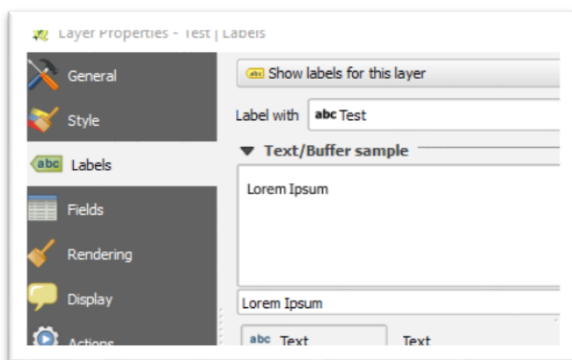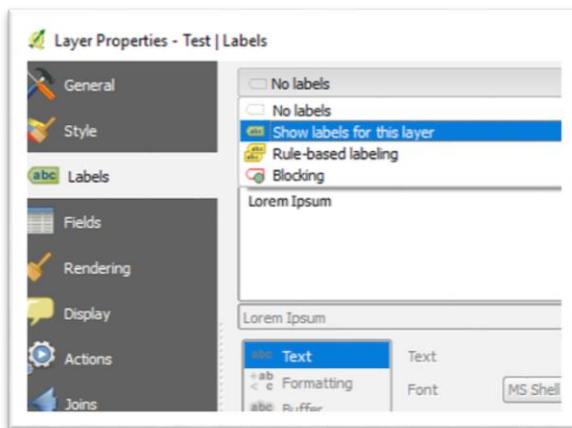

16.   Fill in the "id" box with a number (not a letter), add a name – again, one the makes more sense than the one in the screengrab below -- in the "Test – Features Attributes" dialog box.
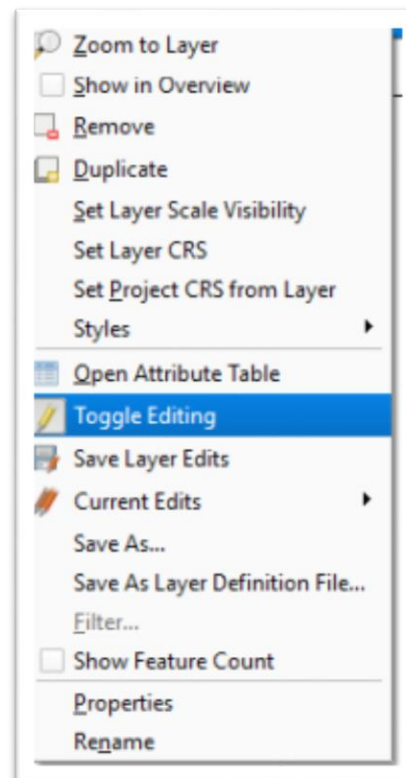
17.	Fill out the box and select OK.

18.	Your new layer contains one point. You can always add more by using the same process. But for now, let's stick to one point, which is the area on the map you want to highlight for the purposes of your story.

19.	Rick click the new layer and select Properties > Labels. Select **Show labels for this layer** and the **name field** for the point.
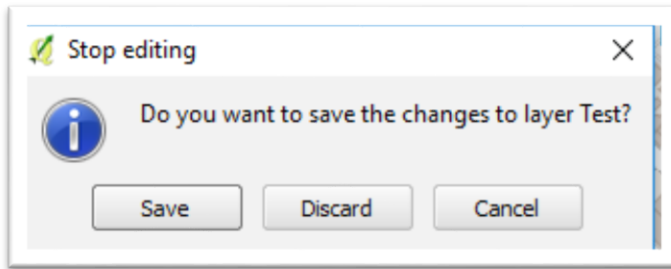
20.   Select OK.

21.   Right click the new layer to produce your short-cut menu.
22.   Select the "Toggle Editing" option, a process also known as

    "toggling off".
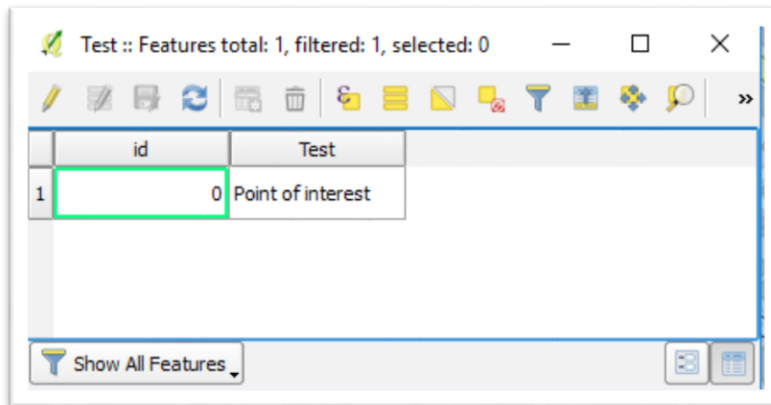23.   This produces a "Stop editing" dialogue box.

24.   Save your edits.

25.   We're almost there. As we can see in step 20, our new layer is difficult to spot on the map, which means we want to increase the size and change the icon from a point to a symbol that stands out more.
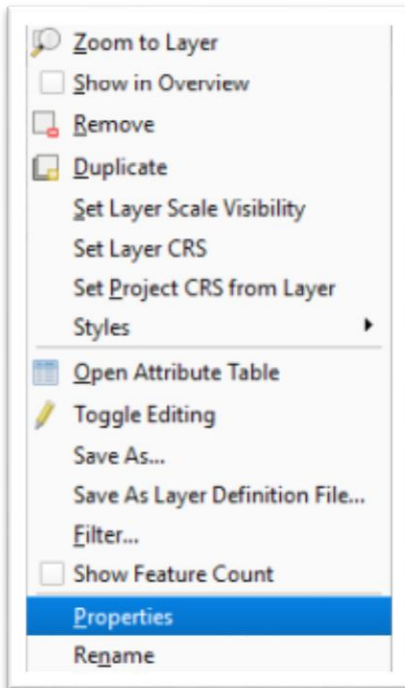
26.   To do this, right click on the layer in your "Layers Panel".

27.   Right click on the layer to see the contents the attribute table.
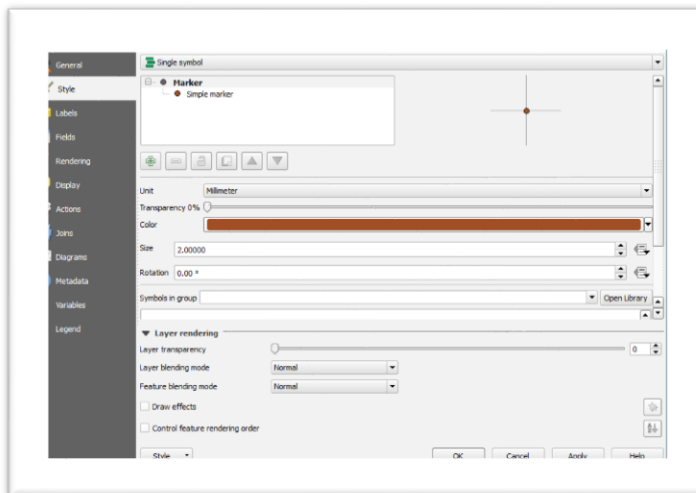

28.   The name in the "Test" column is what will appear on the map. But to make the new area easier to see, we'll have to go through a few more steps.
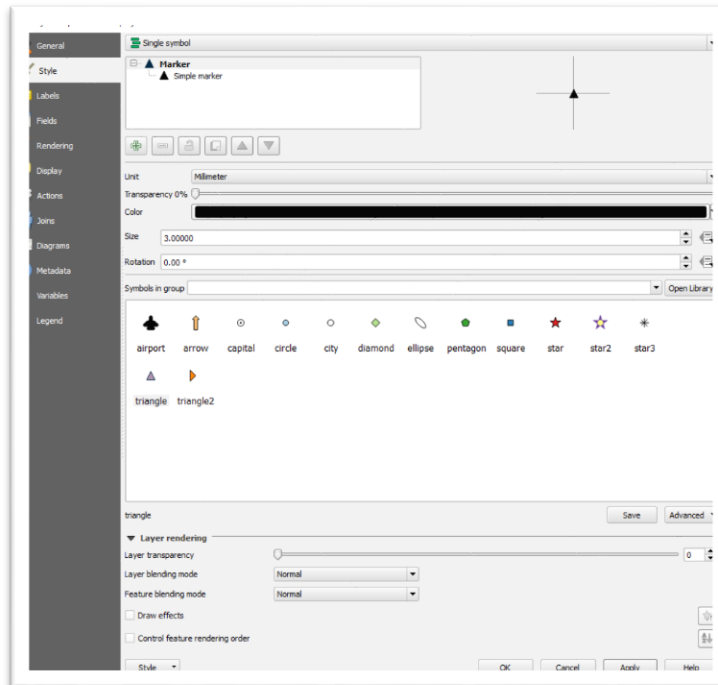
29. Choose the "Properties" option from the short-cut menu.
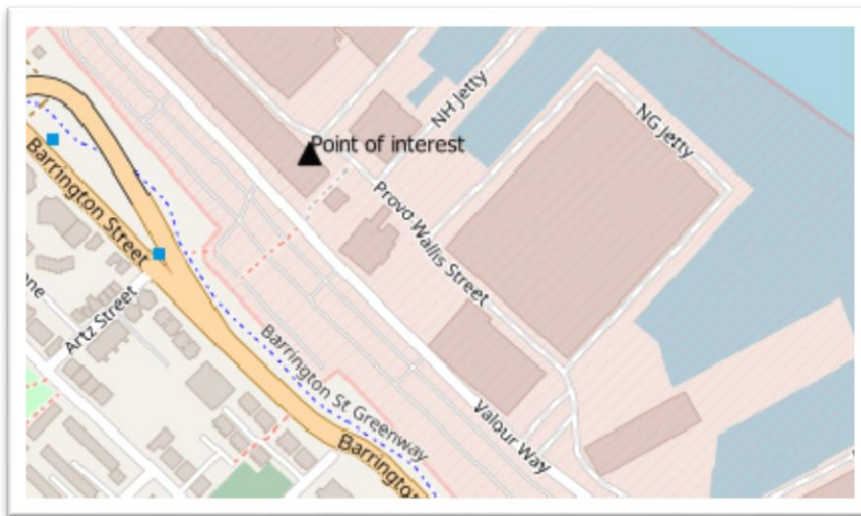

30. Chose the "Style" option.

31.   You can increase the size, change the colour and obtain

different icons.

32.   Once you're satisfied with your choices, select the "Apply" tab to see how the result displays on the map. If you're happy with the result, select OK.

33.   You've successfully created a new layer that points people to the exact area on the map that you want them to see.